



# **Workshop on Arrangements for Notification, Reporting and Assistance in Nuclear or Radiological Incidents and Emergencies**

**IAEA Headquarters  
Virtual Event**

**26 - 29 May 2025**

**Ref. No.: EVT2404053**

## **Information Sheet**

### **Introduction**

The purpose of this International Atomic Energy Agency (IAEA) event is to assist Member States in developing national operational arrangements that are consistent with the *Operations Manual for Incident and Emergency Communication*, to strengthen and foster the harmonization of national arrangements for response to radiological and nuclear emergencies, and to further enhance Member States compliance with international standards as laid down in Preparedness and Response for a Nuclear or Radiological Emergency (IAEA Safety Standards Series No. GSR Part 7, Vienna, 2015). This includes support for Member States in establishing and maintaining up-to-date knowledge and competence with regard to notification, reporting and requesting assistance in accordance with the relevant IAEA standards and guidance. The event is designed to contribute to the development of capabilities in this area. Counterparts from Member States that are party to the Convention on the Physical Protection of Nuclear Material (CPPNM) and its Amendment will learn how to use the existing communication arrangements for information exchange under the CPPNM and its Amendment should a State Party choose to report an event to the IAEA.

### **Objectives**

The main objective of the event is for the participants (i.e. representatives of official Contact Points) to achieve an increased level of knowledge and ability to use the IAEA's arrangements and resources for international notification, reporting and requesting assistance during an emergency, demonstrated through subsequent participation in the IAEA's regular international emergency exercises (ConvEx). Participants are expected to be able to share the knowledge acquired with relevant staff in their organizations.

Upon completion of the event, counterparts from Member States that are party to the CPPNM and its Amendment will have up-to-date information on how to implement information exchange under the CPPNM and its Amendment should a State Party choose to report an event to the IAEA. The participants will become familiar with:

- The rights and responsibilities for notification and reporting under the Convention on Early Notification of a Nuclear Accident (the Early Notification Convention);
- The rights and responsibilities under the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency (the Assistance Convention);
- The functions that Member States should fulfil with regard to incident and emergency communications;
- The different communication mechanisms for information exchange on incidents and emergencies at the international level;
- The official communication forms used for notifying, reporting and requesting information or assistance;
- Use of the Unified System for Information Exchange in Incidents and Emergencies (USIE) website for reporting incidents and emergencies;
- The International Radiation Monitoring Information System (IRMIS); and

The ConvEx emergency exercise regime and how to participate in, and learn from, such exercises.

## **Target Audience**

The event is intended for two categories of participants: one from the established Contact Points under the Early Notification Convention or the Assistance Convention, and the second from the established Contact Point under the CPPNM and its Amendment. Other official points of contact for liaison with the IAEA on related matters from Member States that are not yet party to these conventions can also participate in the event.

The participants must demonstrate responsibilities and/or operational experience in emergency communications related to the above-mentioned conventions.

## **Working Language(s)**

English

## **Participation and Registration**

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **20 May 2024**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
  - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
  - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
  - Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
  - Search for the relevant event under the ‘My Eligible Events’ tab;
  - Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org));
  - If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
  - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
  - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency’s Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. The IAEA may also use the contact details of Applicants to inform them of the IAEA’s scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA’s mandate. Further information can be found in the [Data Processing Notice](#) concerning the IAEA InTouch+ platform.

## Venue

The event will be held virtually via WebEx. The logistics and other details on how to join the event will be shared in due course.

# Organization

## Scientific Secretary

### Ms Stacey Horvitz

Incident and Emergency Centre  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 21408

Fax: +43 1 26007

Email: [S.Horvitz@iaea.org](mailto:S.Horvitz@iaea.org)

## Co-Scientific Secretary

### Ms Latife Ozge Unver

Incident and Emergency Centre  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 21418

Fax: +43 1 26007

Email: [L.Unver@iaea.org](mailto:L.Unver@iaea.org)

## Administrative Secretary

### Ms Andrea Santoyo Galvan

Incident and Emergency Centre  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 22025  
Fax: +43 1 26007  
Email: [A.Santoyo-Galvan@iaea.org](mailto:A.Santoyo-Galvan@iaea.org)

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.

## **Event Web Page**

Please visit the following IAEA web page regularly for new information regarding this event:  
[www.iaea.org/events/EVT2404053](http://www.iaea.org/events/EVT2404053)